



## Top Ten Tips and Tricks for Windows 7.

### 1. Sticky Notes Avoid Sticky Situations.

Even the best minds are liable to forget something. Instead of wasting all those colour-coded bits of paper, use Windows 7 Sticky Notes

Enjoy the variety of seven fun Sticky Note colours by right-clicking the note. Need another reminder? Click the + sign in the top left corner of the existing note to create a new one.

To access Sticky Notes, run StikyNot.exe or click Start → All Programs → Accessories → Sticky Notes.

### 2. Adaptive Display Brightness.

The display on a typical mobile PC consumes more battery power than any other part of the computer. Windows 7 automatically reduces display brightness after a period of inactivity, much like cell phones do today.

However, Windows 7 intelligently adapts to your activity. For example, if the screen dims after 30 seconds and you immediately move the mouse to brighten the display, Windows 7 will wait 60 seconds before dimming the display again.

### 3. Notify Me, My Way.

Windows 7 helps you solve more problems, and solve them on your schedule.

The Action Center is a new, integrated Control Panel experience that gives you a central place to go for tasks and notifications associated with keeping your computer running smoothly.

You'll see fewer notifications on your desktop because the Action Center consolidates alerts

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from ten existing Windows features. When Windows 7 needs your attention, you'll see a new icon in the notification area.

To find out more, click the icon to see a menu that offers options for directly addressing the issue, or you can go to the Action Center for more details. In addition, you can choose which notifications you're interested in hearing about.

From the Control Panel go to System Security Action Center and click the "Change Action Center settings" link on the left to choose which alerts to receive.

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#### 4. Authority over the Power Switch.

On the Windows 7 Start Menu, the default power option is a simple shut down. If this isn't your usual action, you can easily change your default to Switch User, Log Off, Lock, Restart, or Sleep.

Right-click the Start button, select Properties, and under the Start Menu tab, select the "Power Button Action" that suits you best.

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#### 5. .ISO Files.

Windows 7 introduces an easy to use applet that makes burning an .ISO image simple. Double click the DVD or CD .ISO image and the "Burn Disk Image" applet automatically appears. Burning files is a snap!

- a) Place a blank unformatted CD or DVD into your CD/DVD drive.
- b) Right click on the .ISO or .IMG file you want to use to burn a disc.
- c) Click Burn disc image.
- d) Next to Disc burner, click on the drop down arrow and select the CD/DVD drive with the blank disc you want to burn to.
- e) Check the Verify disc after burning option if you want Windows to verify the disc image after burning the disc. Note that you should skip verification if you are in a hurry, as this process requires additional time.
- f) When it finishes burning the disc image to disc, click the Close button. The DVD (or CD) is now ready to be used without ever having to find, install, and use a third-party tool.

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#### 6. Locale Specific.

One of the many new features in Windows 7 is the Control Panel's Default Location where you can store your location information (Country, ZIP code, geographical coordinates). This will come in handy for internet applications that are location dependent, such as finding attractions near you.

And programs can find and download files faster when your location is known. From the Control Panel click → Clock, Language, and Region → Change Location → Default Location, and enter your location information.

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#### 7. Get a power efficiency report.

If you have a laptop, you can use the efficiency calculator to get Windows 7 to generate loads of useful information about its power consumption. Used in the right way, this can help you make huge gains in terms of battery life and performance. To do this you must open a command prompt as an administrator by typing 'cmd' in Start Search, and when the cmd icon appears, right-click it and choose Run as administrator.

Then at the command line, just type in 'powercfg -energy' (without quotes) and hit Return, and Windows 7 will scan your system looking for ways to improve power efficiency. It will then publish the results in an HTML file, usually in the System32 folder. Just follow the path it gives you to find your report.

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## 15. Activate XP mode

If you've old but important software that no longer runs under Windows 7, then you could try using XP Mode, a virtual copy of XP that runs in a window on your Windows 7 desktop.

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## 9. Search Everything.

Windows 7 can now try to search the contents of just about any file type, useful if it's not currently finding the data you need. The problem? Searches can be much, much slower. If you'd like to try it anyway, then launch Explorer, click Tools → Folder Options → View and check "Try to search the content of unknown file types".

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## 10. Calibrate your screen

The colours you see on your screen will vary depending on your monitor, graphics cards settings, lighting and more, yet most people use the same default Windows colour profile. And that means a digital photo you think looks perfect might appear very poor to everybody else.

Fortunately, Windows 7 now provides a Display Colour Calibration Wizard that helps you properly set up your brightness, contrast and colour settings, and a ClearType tuner to ensure text is crisp and sharp.

Click Start, type DCCW and press [Enter] to give it a try.

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